

Volume 2. Air Operator Certification and Fractional Ownership Application

CHAPTER 4. THE APPLICATION PROCESS - 14 CFR PART 91K

SECTION 6. PHASE 5 - DOCUMENTATION

501. ISSUANCE OF MSPECS

A. The Management Specifications (MSpecs) are issued to the applicant after all significant unsatisfactory items have been corrected. This action completes the application process. Under no circumstance, shall the applicant be issued MSpecs until the project manager has determined that the applicant is fully capable of fulfilling its responsibilities as charged by Title 49, United States Code (U.S.C.) (formerly the Federal Aviation Act (FA Act) of 1958) and that the applicant will comply with Title 14 Code of Federal Regulations (14 CFR) in an appropriate manner. The MSpecs will be prepared in accordance with the guidance provided in volume 3, chapter 1, section 2.

B. MSpecs will be issued using the Industry Operations Specifications Subsystem (IOPSS) unless otherwise authorized by AFS-260.

503. APPLICATION REPORT. When the new applicant is issued MSpecs, the application team is responsible for assembling an application report. This report must be signed by the project manager and will include the name and title of each team member who assisted in the application project. The report will be maintained in the permanent file relating to the new operator during the business life of the operator. The report shall consist of 5 sections, A through D, as follows:

- A. The formal application letter.
- B. The compliance statement.
- C. A copy of the management specifications issued.

D. A summary of major difficulties experienced during the certification process and/or any recommendations that may enhance the process must be noted by phase and specialty. This summary will be entered into the Program Tracking and Reporting Subsystem (PTRS) in chronological order and will be maintained in the archival records. For standardization, the following format for summaries of major difficulties and/or recommendations will be arranged

as follows:

(1) PHASE 1 - Preapplication (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by specialty.

(2) PHASE 2 - Formal Application (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by specialty.

(3) PHASE 3 - Document Compliance (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by specialty.

(4) PHASE 4 - Demonstration and Inspection (Operations, Maintenance, Avionics). Include summaries of difficulties or recommendations by specialty.

505. CERTIFICATION REPORT RETENTION. The district office shall retain the original of the certification report in the operator file as long as the certificate holder remains active.

507. MSPECS AMENDMENTS. The owner/program manager is responsible for continued compliance with the regulations and authorizations, limitations, and provisions of its MSpecs. When the owner/program manager operation changes, the MSpecs will be amended accordingly. The process for amending MSpecs is similar to the application process, but may be a less complex procedure, depending on the requirements of the amendment

NOTE: Once MSpecs have been issued to the operator and operations have commenced, amended MSpecs must be approved by the POI before the implementation of the specific request.

509. FAA OVERSIGHT. In accordance with section 91.1019, the FAA is responsible for conducting periodic inspections of the owner/fractional program manager's operation to ensure continued compliance with the regulations and safe operating practices. These inspections will be equivalent to current 14 CFR part 135 air carriers, with the exception of cabin and cockpit en route inspections, and line checks.

510. – 530. RESERVED.

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